

**FAIRVIEW DEVELOPMENTAL CENTER
JOB OPPORTUNITY BULLETIN****HEALTH RECORD TECHNICIAN II (SPECIALIST)
(JC-40105)**

SALARY RANGE	(T) \$3684 - \$4147 (DDS Only)
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Client Records
FINAL FILING DATE	December 7, 2016

DESCRIPTION OF DUTIES: Under the supervision of the Health Record Technician III, the Health Record Technician II (Specialist) is responsible for the accurate maintenance of various health record system components (records, files, indices, data bases, etc.) Works with structured records and procedures to complete assignments, following facility, HIPAA and Department of Developmental Service's policies and procedures, and complying with the various regulatory and accreditation agencies' standards. Adheres to policies on operation and security of automated data systems. Abstracts and processes client demographic and health record data utilizing various report formats. Accurately audits the clinical record data utilizing established formats and guidelines and completes reports of findings for residence staff, program/facility management staff, and the Clinical Record Department supervisors. Responsible for reviewing assigned procedures at least annually and advising HRT III of the need for any revisions for clarifications. Provide back up coverage for all assignments within the File/Audit Section and of the Clinical Record Dept to ensure all required assignments are completed. Assist with training and monitoring of the Document Managements System and various computerized clinical record systems.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Seeking candidate who is knowledgeable about all aspects of the various health record data classification systems and methodologies. Additionally, candidate must have a knowledge and understanding of Title 42 and Title 22 requirements, and clinical record documentation. Knowledge of medical terminology. Applications will be reviewed and only the most qualified candidates will be scheduled for an interview. **Note:** Appointment subject to pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calHR.ca.gov. **Applications must be received in the Testing Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5587

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: HEALTH RECORD TECHNICIAN II (SPECIALIST)
RELEASE DATE: 10/20/16